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**Activity Planning Form**

**School(s) name(s): Planned activity: Date of activity:**

1. How and with whom are you planning this activity?
2. What outreach are you conducting?
Possibilities include:

\_\_\_ Event Listing on website and school calendar
\_\_\_ Promotional Fliers posted around school

\_\_\_ Morning Announcements
\_\_\_ Robocall announcement to families’ home (translated into home language?)
\_\_\_ Save the Date announcement and Event Article in parent newsletter

\_\_\_ Event advertised on school Parent Facebook Page

\_\_\_ Mailing home with flier (with translations?)

\_\_\_ Targeted outreach to students’ families (personal phone call, etc.)

\_\_\_ Family outreach email (translated?)

\_\_\_ Using community partner organizations to contact families

\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you planning to have outreach messaging translated for families who speak other languages?

1. How does the goal of the activity address student outcomes? How will it equip families to better support their students?
2. How did the plans for this activity build on learning from the past? What changes/adaptations are you making based on prior learning?
3. How are you planning to listen to parent voice during this activity? Are you planning a short survey/exit ticket for parents to give feedback?
4. Have you planned for family needs during the activity?

\_\_\_ translation/interpretation

\_\_\_ child care

\_\_\_ dinner

\_\_\_ transportation

\_\_\_ other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How will you arrange to share information with families who could not attend the event?